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CIRCULAR No. 213 **11th November, 2026**
OSC Ref. C. 4858[54]

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Agricultural Policy Monitoring & Evaluation Analyst (GMG/SEG 3) (not vacant)** in the **Agricultural Economic Planning & Policy Development Branch (Hope Gardens, Kingston)**, **Ministry of Agriculture and Fisheries** salary: $5,457,937 per annum.

Job Purpose

Under the general direction of the Senior Agricultural Policy Monitoring & Evaluation Analyst (GMG/SEG 4), the Agricultural Policy Monitoring & Evaluation Analyst (GMG/SEG 3), provides technical and management support to develop, review and analyse the Ministry's Agricultural Policy Monitoring and Evaluation (M&E) Frameworks, plans, and performance indicators to capture performance results and provide effective feedback and reporting on all policies, and programmes activities to strengthening the performance of the agricultural sector.

Additionally, he/she will research issues including those which are complexed and far-reaching, conduct audits, develop quality assurance mechanisms, monitor the impact of current policies, strategies, and plans, and recommend the implementation of initiatives to strengthen the Agricultural Sector.

Key Responsibilities

Management/Administrative

- Participates in the development and implementation of the strategic vision for the Branch;
- Participates in the establishment of priorities, objectives, and goal-setting activities to ensure the achievement of targets;
- Implements measures for adherence to international best practices and standards that protect the confidentiality, integrity, and availability of critical information and data;
- Keeps abreast of current developments in the assigned areas of responsibility to guide the work of the Branch;
- Ensures that the budgets, work programmes, corporate and operational plans are accurate and consistent with organizational priorities;
- Assists in the monitoring, controlling, and implementation of the budget, operational, and work plans, to ensure that work is carried out as planned, within budget, and that agreed targets are met;
- Liaises with stakeholders, establishes strong linkages and partnerships with internal and external users to ensure that stakeholders' needs are met;
- Ensures that all the required processes, systems, and controls are in place to enable the achievement of the Branch's objectives;
- Investigates complaints from clients and effects the required corrective measures;
- Participates/attends meetings, seminars, conferences, workshops, and other fora;
- Prepares and submits reports and project documents;
- Maintains customer service principles, standards, and measurements.

Technical and Professional

- Assists with the design, development, and implementation of the Ministry's agricultural policy monitoring and evaluation systems;
- Conducts research and provides analyses and advice on policy issues;
- Collates and analyzes data from the field and writes reports on findings;
- Tracks the implementation of policies in order to ensure that objectives are met in accordance with prescribed priorities and performance benchmarks;
- Coordinates the orderly and timely flow of accurate and rigorously analyzed information on the agricultural sector;

- Assists with the management, development, and implementation of the agricultural policy monitoring and evaluation plans to capture policies and programmes performance and results, including routine data reporting, trend analysis, and end-line assessments;
- Develops and maintains quality assurance mechanisms to ensure the highest quality of data is obtained through verification procedures and audits;
- Provides guidance on policy monitoring and evaluation mechanisms to ensure compliance with standards and guidelines;
- Manages and implements data flow patterns for policies, programmes and projects, to ensure timely data collection and reporting;
- Provides data for the development of M&E plans and programmes for the agricultural sector which are consistent with the National Plan;
- Develops and drafts Cabinet Submissions;
- Conceptualizes and drafts M & E plans for consideration;
- Provides timely and accurate reports and briefs for submission on current and emerging issues impacting the agricultural sector;
- Provides professional expertise, and M&E policy experience and support to internal and external clients as required;
- Recommends internal information tracking systems to enhance collaboration and communication on integrated activities with other divisions;
- Conducts background research and data analysis, tracks timelines, deliverables, and liaises with internal/external partners, proactively communicating progress and potential challenges to supervisors and team members;
- Establishes and maintains excellent relationships with private and public sector representatives and builds stakeholder networks to facilitate the collection and exchange of information;
- Develops performance indicators and programme evaluation criteria and methods to evaluate and track policy impact;
- Prepares a database of policy issues and actions taken by the Ministry;
- Advises the Senior Director on potential policy problems and risks in a timely manner and proposes solutions;
- Organizes stakeholder consultations to resolve policy conflicts;
- Identifies policy matters that are lagging and proposes corrective measures to the Director;
- Researches and prepares information for local and international agencies, including CARICOM;
- Responds to requests for information from other Ministries, Agencies and other Government entities;
- Delivers training to staff in the Ministry and external stakeholders to create awareness of the procedures involved in policy monitoring, evaluation, and analysis;
- Keeps abreast of best practices, trends and developments in policy M & E and proposes their adoption, when necessary to enhance the Ministry's planning and policy;
- Provides technical advice in the areas of marketing, business development, product development, and strategic management;
- Facilitates the appointment Board of Directors for Agencies under the purview of the Ministry;
- Facilitates the process of the tabling of annual reports in the Houses of Parliament;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good analytical thinking skills
- Good research and editing skills
- Good planning and organising skills
- Excellent oral and written communication skills
- Good presentation and creative skills
- Strong interpersonal and people management skills
- Good problem-solving and decision-making skills
- Ability to exercise good judgement
- Ability to manage partners and external relationships
- Excellent teamwork and cooperations skills
- Ability to demonstrate initiative
- Must maintain a strict code of ethics in working with highly confidential data

Technical:

- Sound knowledge of Policy Monitoring and Evaluation Frameworks
- Sound knowledge of Quantitative and Qualitative Methodologies, Reporting,
- Data Quality Assessments, Data Analysis and presentation;
- Sound knowledge of M & E Management Principles and Practices;
- Good knowledge of the Development, Analysis, Revision, and implementation of Policies, Procedures, Guidelines, and programmes.
- Strong ability to synthesize multiple ideas and complex information into a coherent
- summary as in reports and briefing notes, and to make cogent recommendations for the
- modification or creation of policies and programmes;
- Knowledge of the Policies and Procedures of the Ministry.
- Sound knowledge of the National Policy Environment and related issues
- Ability to organize and coordinate workshops, meetings, etc.
- Sound knowledge of international best practices and trends in Policy Development, Management, and Implementation
- Sound knowledge of the Agricultural Sector
- Good knowledge of Public Sector Laws, Regulations, and Guidelines.
- Knowledge of modern approaches to Policy Research, Development, and Analysis.
- Proficiency in the use of software relevant to the functions of the post.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Economics or Agricultural Economics or any related field.
- Training in Policy Analysis and Management.
- Two (2) years' experience in a policy-related position in the Public Service.

Special Condition Associated with the Job

- Work will be conducted in an office equipped with standard office equipment and software. The environment is fast-paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars, and meetings.
- May encounter adverse conditions at times while conducting field visits in hilly and mountainous terrains.

Applications, accompanied by Résumés, should be submitted **no later than Tuesday, 24th November, 2026, to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6

Email: jobopportunities@moa.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

M. Greene (Mrs.)
for Chief Personnel Officer